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Approved For Release 2005/08/24 : CIA-RDP62-00939A000100060004-1

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Operating Division Training Officers' Meeting
on 28 October 1955

1. Attendance:

[Redacted]

2. Processing of requests for external training:

[Redacted] (Processing Section, Admin Branch, OTR explained the functions of the Processing Section, OTR and traced in detail what happens to an external training request after it leaves the Security Office. It is their responsibility to notify the division of OTR approval and to work out briefings, travel, subsistence and allowance details for students leaving the Washington area. [Redacted] invited suggestions to render further assistance, and said he and his Staff would be available at any time for consultation. The Processing Section is located at 1112 Alcott Hall; extension [Redacted]

3. CE Training:

[Redacted] briefly summarized a memo that had been forwarded from DD/P to D/TR in which the existent situation in the OTR CE training program was described; and suggestions for both short-term and long-range improvements were made.

[Redacted] continued with a brief summary of the plans CI Staff has made for its in-service training. [Redacted] Chief, [Redacted] CI Staff, has been delegated the responsibility for this CI training activity. He will be assisted by [Redacted] who in addition to administering the CI in-service training program will monitor the OTR CE training program; resolve CE scheduling difficulties; assist in development of case materials utilized in such OTR courses; and otherwise assist OTR in meeting CS requirements for CE training.

4. Prerequisites for specialized courses: The Chairman, announced that he and the FI Senior Staff training officer will meet with representatives of OTR to discuss this matter. He will report to the TIO's when decisions have been reached.

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JOB NO. [Redacted] ECK NO. [Redacted] FILE NO. [Redacted] DOC. NO. 4 NO CHANGE
IN CLASS! [Redacted] CHANGED TO [Redacted] RET. JUST. 22
NEXT REV DATE 29 [Redacted] 6/29/79 REVIEWED [Redacted] TYPE DOC. 02
NO. PGS 4 CREATION DATE [Redacted] ORG COMP 11 CFI 11 ORG CLASS S
REV CLASS C REV COORD. [Redacted] AUTH: HR 70-3

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5. Operations Familiarization and Operations Support courses: The Chairman stated that the Operations Familiarization course, primarily for DDP non-case officer personnel will be available to students in two packages: Tradecraft, the first three weeks, and the last three weeks consisting of instruction in the missions and activities of the Clandestine Services. The latter half of the course will be the equivalent of Phase III or Clandestine Operations. The course will continue to be split until the backlog of personnel needing Clandestine Operations to fulfill the Basic Training Program prerequisites is eliminated.

The Operations Support course is primarily for personnel concerned with administrative functions in support of the Clandestine Services, and will continue to be presented in two phases: Tradecraft Principles and Administration. No part of this course, however, will be considered as an equivalent to Phase III or Clandestine Operations.

6. Admin Procedures Course: [] called the attention of the TLOs to the fact that an hour lecture on the [] had been added to the Admin Procedures course, beginning with the 31 October class. [] of FI Operations will present the material. The lecture is primarily for those clerical personnel who handle materials connected with the []

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7. Pet-B Testing: [] announced that the Pet-B Testing will no longer be required of prospective students for Admin Procedures. However, it will continue to be a requirement for BOC, Operations Support, Operations Familiarization and for the new Operations Course.

8. Training in World Communism: The Chairman stated that due to oversubscription of the last course in World Communism, and the cut in the DD/P quota, modifications would have to be made in the general instructional picture of world communism. It is thought that the present course could be intensified in content, but would then be primarily for high-level personnel who need a working knowledge of the world communism movement. To accommodate those personnel who require a general familiarization with communism, beyond the BOC Communism Phase, an intermediate course seems necessary. The CSTC is to review the situation and provide OTR with appropriate recommendations.

9. Catalog of Courses: The Chairman announced that OTR is in the process of publishing the new "Catalog of Courses" and requested the TLOs to notify his office as to the number of catalogs, long-term schedules, hour-by-hour schedules and announcements required. The deadline for receipt of this information in the CSTC office is 14 November. OTR will send the catalogs directly to division TLOs for distribution within their division.

10. A&E debriefing of returnees: The Chairman suggested to the TLOs that they follow through on the A&E requests to have selected returnees debriefed. The debriefings assist OTR in determining better training and evaluation criteria. Copies of reports made on the debriefings are approved for release only by the [] and are not to be released to the public.

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11. Deadlines for course registrations: In addition to the course deadlines listed on the agenda [redacted], FI Training Officer, announced the next dependents' briefing for [redacted] would be 7-8 November. .

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12. The Chairman announced that [redacted] OTR, had advised him of certain revisions in the next offering of the Clandestine Political Warfare course (21 November).

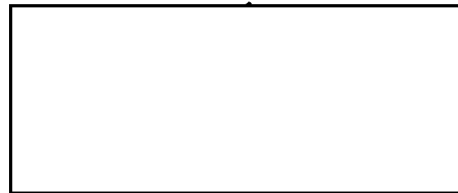
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The changes will place greater emphasis on covert operational techniques and practices in the PP field, and include:

1. Reduction of staff lecture time by 31%;
2. Increase of case histories from all area divisions by 50%;
3. Inclusion of economic action and PM, showing their role and potential in PP;
4. Introduction of a panel and student discussions;
5. Replacement of the former 3 individual problems by simulating a field station situation, with each student assigned a task in keeping with his experience and/or probable job as member of stations in question.

13. The Chairman announced that the DDCI has stated that he wants 5% of every component in training at all times.

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